

**CHCF-A Administrative Committee
Meeting Minutes for February 18, 2016**

Venues

California Public Utilities Commission
505 Van Ness Avenue
Golden Gate Room
San Francisco, CA 94102

Alternate Public and Teleconferenced Locations:

Junipero Serra State Office Building
320 West 4th Street, Suite 500
(Corner of West 4th Street and Broadway Street)
Los Angeles, CA 90013

Attendees

Charlotte Chitadje	Chair, ORA
Stanley Lee	Primary CBO (In Los Angeles)
Stephen Kalish	Alternate CBO
Felix Robles	Communications Division
Sindy Yun	Legal
Chris Ungston	ORA
Richard Rauschmeier	ORA
Michelle Morales	Administrative Services, Fiscal Services
Michael Coen	Communications Division

The meeting was called to order at 10:00 a.m. by Charlotte Chitadje, Chair.

1. Introductions

Introductions were made and roll was taken.

2. Approval of the November 19, 2015, Public Meeting Minutes

The November 19, 2015, meeting minutes, with a correction to remove the 1 in front of Sindy Yun's name in section 4(b)(1)., with an approval motion brought forward by Charlotte Chitadje. Stephen Kalish moved and Stan Lee seconded. The vote passed unanimously.

3. Administrative Services-Fiscal Services

Michelle Morales presented the Financial Report for Fund 0464.

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4. Liaison Reports

a. Communications Division

Michael Coen, with help from Felix Robles, presented the Communications Division report:

1. Kerman Telephone Company general rate case is progressing;
2. Cost of Capital proceeding;
3. Siskiyou Telephone Company general rate case is proceeding;
4. Volcano Telephone Company general rate case is proceeding.

b. Legal Division

1. Sindy Yun advised that Form 700 is due April 1, 2016.

5. Public Comments

There are no public comments.

6. Future Meeting Dates

Stan Lee cannot make May 19 meeting so the next meeting is set for Thursday, May 26, 2016, at 10:00 A.M. Michael Coen will send meeting reservations to Committee members. Both alternate public and teleconferenced locations will be reserved for the committee members.

7. Adjournment

Charlotte Chitadje brought the motion to adjourn the meeting, Stan Lee moved to adjourn and Stephen Kalish seconded. The meeting adjourned at 10:18 a.m.